

INSTRUCTIONS: PRODUCTION RECORDS FOR BREAKFAST AND LUNCH

Use production records to document that reimbursable meals have been planned and served. Minimize recordkeeping for cycle menus by making a copy with completed information for each menu in the cycle. Note actual service date for the meal and make any changes on the daily record for that day.	
Date, Site, Offer Vs Serve, Grade Group, Adult Meals, Bag/Field Trip Meals, Meals Planned, and Meals Served	Complete the information on top of the form to specify the serving site, date meal is served, grade group, and Offer versus Serve policy. "Meals Planned" is the anticipated number of meals you will serve. Record actual point of service meal counts for the "Meals Served" column. Be sure record planned and served meal counts for students and adults separately. Record the planned and served counts for any reimbursable bagged lunches (for field trips or otherwise) you may serve.
Menu Item (Recipe Name/# or Product Name/Product Description and Number)	<ul style="list-style-type: none"> Record the specific name of recipes and the brand name/description of purchased products including USDA Foods that count towards meeting the meal pattern requirements. List recipe number for USDA Quantity Recipes and school recipes (if school has recipe numbering system). List product codes for purchased items, including USDA Foods, to document what products were actually used. Examples: Record "Spaghetti and Meat Sauce D-25" if using USDA Quantity Recipe; record "Whole Grain French Toast Sticks Michael Foods C814" for WI Processed USDA Foods item. Record any extra menu items that will not be counted or are not creditable. When accommodating students with special dietary needs, make sure to record which products were substituted. You may also record this on a separate production record if you choose to. This recordkeeping, along with the dietary request form completed by a licensed medical practitioner, should be kept on file to document that reimbursable meals were served.
Planned Serving Size	Designate planned serving size in weight or measure for each menu item. Example: 1 cup serving of spaghetti and meat sauce, 5 each for chicken nuggets. Make notation on the form if adults are served different serving size. If no notations are made, the same serving size is planned and served.
Planned Number of Servings	Record planned number of servings. An option to minimize daily recordkeeping for milk by type is developing a recipe each semester based on actual milk usage.
Total Planned Quantity	Record the planned quantity in purchase units [e.g., 2-96 count cases for chicken patties, 6-#10 cans for canned fruit. 100 for single count items such as fresh fruit]. It is not necessary to record ingredients in recipes. Record number of pans, servings per pan, volume, or other measurements pertaining to the recipe.
Component Contribution	<ul style="list-style-type: none"> Record what a serving of the recipe/product contributes to the meal pattern. For example, if a Child Nutrition (CN) label states that 5 whole grain chicken nuggets provide 2 oz eq meat/meat alternate and 1 oz eq grains for the Child Nutrition Meal Pattern Requirements, then record "2" in the meat/meat alternate column and "1" in the grains (whole grain-rich) column. Keep current standardized recipes, CN labels and/or signed Product Formulation Statements (PFS) as documentation. Grains oz eq. is different for these ready-to-eat cereal types, per <i>Exhibit A, School Lunch and Breakfast – Whole Grain-Rich Ounce Equivalency (oz eq) Requirements for School Lunch Program</i> posted at: http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/exa_fbg.pdf.
Actual # of Servings Prepared/Available	Record actual number of servings prepared/available for meal service.
Actual Quantity Prepared	Record actual quantity prepared in purchase units (e.g., number of cases with case weight, number of #10 cans). It is not necessary to record ingredients in recipes.
Leftovers	Measure, weigh or count leftovers and record this information in designated column.
Condiment Usage	Record planned serving size, planned # of servings, planned usage, and quantities used in volume (cups, quarts, gallons) or individual count for packets. Schools may choose to use a separate condiment form for recording what was available and used.